OTE # 84-3514 8 May 1964

	MEMORANDOM FOR:	Executive Officer, DDA
	FROM:	Executive Officer Office of Training and Education, DDA
	SUBJECT:	Back By Popular Demand - "Just Plain English"
STAT	better writing, "Just Plain Engl	te House Adviser on Clear Government Writing, will repeat his one-day program on in the Headquarters Auditorium on 29 May 1984. ish" is for "all who write and approve rworkGS-ll and above. Grammar and punctuation ttention."
STAT	work from. To d	will tailor his program to the f we provide him with writing samples he can o this, he is asking that each directorate riting samples including:
	* Fo * Me * Le (a * Br pa * Sp	rectives rms mos tters (preferably with the correspondence they nswer) iefing material such as testimony and background pers ecial Agency formats such as cables and reports ency instructions about writing
STAT	Confidential) approgram. Please	who is cleared for Top Secret, needs ting samples (nothing classified above proximately two weeks before the day of the send the samples to at 16 at the C of C by 17 May 1984.

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4. The success of any effort to improve the Agency's written communication depends upon the participation and support of upper management. We request that you urge individuals who write or review writing and who were unable to attend the
previous seminar to attend the four-hour program on 29 May 1984 from 1000-1200 and from 1400-1600 hours.

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	MEMORANDUM FOR:	Chief, Evaluation and Plans Staff, DO
	FROM:	Executive Officer Office of Training and Education, DDA
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1 8 MAY 1984

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MEMORANDUM FOR:	Chief, Management Staff, DDS&T
FROM:	Executive Officer
	Office of Training and Education, DDA
SUBJECT:	Back By Popular Demand - "Just Plain English"
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OTE:MATD:CTB:

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